

JOB DESCRIPTION

DIRECTOR

Decatur County solid Waste Management District

WRITTEN: December 2012 STATUS: Full time position

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties:

Supervises district employees, including making hiring recommendations, providing corrective instruction and discipline, making work assignments, and ensuring employee safety.

Processes hours and wages from time clock, payroll schedule and voucher. Enters into computer database, and checks, verifies and balances payroll data. Prepares and distributes payroll reports.

Prepares and administers district budget, including compiling and calculating operations costs. Processes district claims, including tracking packing slips, and deducting from appropriate line item. Director is the official custodian of all district money and is responsible for the fiscal management of the district.

Monitors Indiana Department of Environmental Management (IDEM) grant, including compiling necessary statistics and budgeting numbers. Researches, prepares and administers various other grants, including compiling necessary budgeting numbers.

Maintains thorough knowledge of Department of Transportation (DOT) standards for shipping hazardous materials. Compiles list of chemicals and shipping manifest transported over roadways as required by DOT standards. Certifies materials being shipped.

Prepares reports for IDEM and the Indiana Department of Local Government Finance.

Addresses local news media on information concerning the use and disposal of hazardous materials.

Develops and implements public education components for the district. Prepares and delivers public presentations to community groups and schools.

Presents financial reports monthly to the board of directors and reports monthly on activities.

Takes minutes for meetings of the board of directors and acts as liaison to schedule and provide legal notice of meetings. In consultation with board of directors, prepares specifications for service contracts and oversees providers of contracted services.

Develops and maintains a county solid waste management plan, promoting alternatives to waste disposal, including source reduction, recycling, and composting.

Applies safety guidelines of all federal, state and Occupational Safety and Health Administration (OSHA) regulations. Develops district safety standards and performs safety inspections for OSHA regulations. Develops training program for district employees and implements and documents training program. Maintains accurate training records.

Maintains location of relevant information for Material Safety Data Sheets (MSDS)

Performs related duties as assigned.

JOB REQUIREMENTS:

High school diploma required.

Ability to supervise and direct assigned personnel, including making hiring recommendations, providing instruction, corrective instruction, and corrective discipline, making work assignments, and ensuring employee safety.

Possession of or ability to obtain possession of related certifications, including 24-hour Hazardous Waste Operation and Emergency response, OSHA General Industry and Safety, Health , and Hazardous Materials Management.

Ability to properly use standard office equipment, including computer, printer, calculator, copier, telephone, vehicle, chemical testing equipment, gas detectors, LEL indicators, and explosion proof building safety equipment.

Thorough knowledge of budget preparation and administration and grant writing, and ability to perform arithmetic calculations.

Will need to acquire a thorough knowledge of OSHA standards and guidelines, Department of Transportation and IDEM standards, and Decatur County policies and procedures.

Specialized knowledge of and ability to make practical application of issues, principles and terminology in the field of solid waste management, safety and environmental management.

Ability to conduct research, organize and present information and write and compile analytical reports for presentation to government and industry.

Ability to effectively communicate, orally and in writing, with County Council and Board of County Commissioners, Solid Waste District Board, IDEM, Environmental Protection Agency (EPA), OSHA, and other local government units, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment, and to work rapidly for long periods and work on several tasks at the same time, sometimes under time pressure.

Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate/hostile persons.

Ability to comply with all employee/district personal policies and work rules, including, but not limited to, attendance, safety, drug-free work place, and personal conduct.

Ability to provide public access to or maintain confidentiality of district information/records according to state requirements.

Have the basic ability to read and interpret detailed prints, layouts, sketches, specifications, and maps.

Ability to occasionally work extended, evening and/or weekend hours, and travel out of town.

Possession of a valid driver's license and demonstrated safe driving record.

As a result of duties associated with this job, there is a potential of becoming exposed to blood borne pathogens and other potentially infectious diseases. To safeguard employees and eliminate the liability placed on Decatur County, employees working in this position shall begin the three shot Hepatitis B vaccination and subsequent training within 10 days of initial job assignment per OSHA 29 CFR 1910.1030(f)(2)(i). The initial and two subsequent vaccinations shall be administered by the Decatur County Health Department and free of charge to the employee. If the employee has previously received the three shot Hepatitis B vaccination, official documentation must be provided to the Board of Directors identifying the dates in which each shot was appropriately administered. A temporary medical Declination may be made for a period of up to 6 months. A Declination form must be completed, outlining the medical reasons for the temporary Declination and forwarded to the Safety and risk manager. Employees temporarily declining the vaccine are prohibited from performing any duties in which they may be exposed to a blood borne pathogen or other potentially infectious diseases until they are able to begin/continue the series of vaccinations. Failure to comply will result in termination of employment.

DIFFICULTY OF WORK:

Incumbent performs duties which require the ability to analyze, interpret and apply a wide range of laws, rules, regulations, and management procedures to a variety of district situations and cases, often complex in nature, making judgments to direct the district.

RESPONSIBILITY:

Incumbent applies management principles and practices to obtain district objectives and goals, exercising independent judgment with work having a substantial impact upon the safety and environmental health of the community.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with County Council and Board of County Commissioners, Solid waste District Board, IDEM, EPS, OSHA, and other local government units for the purpose of exchanging information, giving presentations, rendering services and developing programs.

Incumbent reports directly to the Decatur County Solid Waste District Board.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office and hazardous materials storage facility, including sitting and walking at will, sitting/walking for long periods, walking on uneven terrain, working in extreme hot or cold temperatures, working with or near chemicals, working near fumes, odors, dust and dirt, working in a noisy environment, wear protective clothing or equipment, pushing/pulling objects, crouching/kneeling, bending at the waist, reaching, close and far vision, depth and color perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects. Incumbent may be exposed to potentially hazardous materials. Incumbent may be required to work extended evening hours and weekends. May be required to travel out of town for training, sometimes overnight. Required to respond to emergencies on 24-hour basis, and serves on call.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Director for the Decatur County Solid Waste District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. This position is appointed by and serves at the pleasure of the Decatur County Board of Decatur County Solid Waste Management District. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? YES____ NO____

Applicant/Employee signature

Date

